

Technical Branch  
Miscellaneous Technical Group  
Laboratory Series

E.P.W.U.SAMPLE CUSTODIAN

12/94

### *Summary*

Under general supervision, administer, coordinate and participate in the chain of custody program controlling water, wastewater and sludge samples in accordance with federal and state regulatory agency guidelines.

### *Typical Duties*

Coordinate sample control and collection. Involves: arranging to have routine and special project samples brought to the laboratory from water and waste water plants, industrial customers or other locations; using logbooks to track sample custody; inspecting samples to ensure they are preserved properly; checking for evidence of proper handling and sampling techniques and reporting discrepancies; forwarding samples for analysis to departmental, contracted, or regulatory agency laboratories; and when appropriate, destroying samples.

Store samples and supplies. Involves: using locked industrial refrigerator to store samples in accordance with EPA guidelines; arranging layout of refrigerator to assure proper and efficient storing; controlling access to sample refrigerator; monitoring temperature; using PH test to check acidity of samples and adding chemicals such as sulfites to preserve them; ensuring refrigerator hygiene and proper storage of hazardous materials and supplies.

Prepare sample control and associated paperwork. Involves: implementing and maintaining analytical testing and sampling schedules as assigned by the laboratory manager; writing analytical work orders; transferring data to analytical reports and submitting them for approval; preparing requisitions for procurement of program materials and supplies; preparing periodic activity reports; keeping abreast of guidelines, directives and memorandum pertinent to sample custody programs distributed by regulatory agencies; and preparing other documents and reports as required.

Perform training, supervision and miscellaneous duties. Involves: instructing others in appropriate sample collection technique; supervising subordinate personnel as assigned; and performing related laboratory duties as required.

### *Minimum Qualifications*

Training and Experience: An Associates of Science degree in Biological Sciences, Chemistry, or related field and four years experience in chemical and bacteriological water laboratory analysis work including at least one year of daily sample custody experience; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Good knowledge of: laboratory and sampling equipment procedures used in water, wastewater and sludge analysis; federal and state regulations regarding sample custody control practices and procedures; sample preservation and storage techniques.

Ability to: keep accurate and legible logs, work orders, and analytical reports; follow and understand oral and written instructions; establish and maintain effective working relationships with fellow employees, employees in other divisions and local industry; instruct others in appropriate sample collection storage and preservation techniques; coordinate sample collection and analysis with other divisions, contracted laboratories and industry.

Skill in: sample inspection and preservation; handling hazardous materials common to water laboratory analysis. Skill in use of: balance, spectrometer, microscope, litmus paper, PH meter and automatic sampling devices.

Physical Requirement: Work with hazardous chemicals used in the preservation of samples; exposed to all weather conditions when in the field to observe or participate in taking a water/waste water or sludge sample. Must move ice and samples weighing from 35 to 50 lbs.

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Director of Personnel

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Department Head